

**OVERVIEW**  
**U. S. ENVIRONMENTAL PROTECTION AGENCY, Region III**  
**Chesapeake Bay Program Office**  
**Fiscal Year 2006 Request for Proposals (RFP) for**  
**Administrative, Technical and Scientific Support to the Chesapeake Bay Program**

**Initial Announcement of**  
**EPA.R3CBP-05-05**  
**Catalog of Federal Domestic Assistance Number 66.466**

**Important Dates**

|                         |  |
|-------------------------|--|
| <b>August 22, 2005</b>  | Issuance of RFP  |
| <b>October 5, 2005</b>  | Proposal Submission Deadline (see section IV for more information)   |
| <b>February 1, 2006</b> | Approximate date for EPA to notify applicants of results   |
| <b>March 1, 2006</b>    | Approximate date for Applicant to submit federal grant application.<br>Processing of grant typically takes 90 days |
| <b>June 1, 2006</b>     | Approximate date for grant award (no later than June 1, 2006 for<br>Task #1 and Task #2)                           |

***Executive Summary***

*Under Section 117(d) of the Clean Water Act, the U.S. Environmental Protection Agency (EPA) has the authority to issue assistance agreements (cooperative agreements or grants) for the purposes of protecting and restoring the Chesapeake Bay's ecosystem. Section 117(d) allows the following activities as well as others: information distribution, public outreach, specific investigations or technical studies, activities that maintain Chesapeake Bay Program operations, testing of improvements of treatment facilities, and monitoring and habitat restoration projects. The Tasks listed in Section I and Appendix C are eligible for funding under Section 117(d).*

*The Chesapeake Bay Program plans to award one or more cooperative agreement's under this RFP (ex: an applicant may be selected/awarded for more than one Task or individual awards will be made for each Task). Total funding available is approximately **\$90,000 to \$910,000**. The award(s) will depend on individual proposal costs, the final aggregate amount of federal funding for initial proposals and the total amount of federal funding available. Proposals must address a specific Task included in Section I and Appendix C of this announcement. Should additional funding become available for awards under this announcement within 6 months of the initial award selection decision, the Agency may award additional assistance agreements based on this announcement in accordance with the final selection process, and agency policy, without further notice or competition.*

*Eligible applicants who may submit proposals in response to this announcement are any nonprofit organization, state, or local government agency, interstate agency, college or university. If an organization submits a proposal for an assistance agreement, it must provide a minimum of five percent of the total cost of the project as the non-federal share.*

*This RFP is expected to result in the award(s) of one or more cooperative agreements for a period of performance of up to five years from an expected start date of **June 1, 2006**. However, there is no guarantee of funding throughout this period or beyond; funding is contingent upon the availability of funds.*

*The EPA will consider all proposals that are postmarked by the U.S. Postal Service, hand delivered, or includes official delivery service documentation indicating EPA acceptance from a delivery service on or before 5:00 EST on **October 5, 2005**. Any proposals postmarked, hand delivered or received by EPA after the due date will not be considered for funding. No proposals will be accepted by facsimile machine submission. Proposals should be addressed to:*

*Veronica Kuczynski  
US EPA/Chesapeake Bay Program Office  
410 Severn Avenue, Suite 109  
Annapolis, MD 21403*

**U. S. ENVIRONMENTAL PROTECTION AGENCY**  
**Chesapeake Bay Program**  
**Fiscal Year 2006 Request for Proposals (RFP) for**  
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**EPA.R3CBP-05-05**  
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**FULL TEXT ANNOUNCEMENT**

**Section I: Funding Opportunity Description**

**A. About the Chesapeake Bay Program (CBP):** The Chesapeake Bay is North America's largest and most biologically diverse estuary. The Bay is a resource of extraordinary productivity, worthy of the highest levels of protection and restoration. Accordingly, in 1983 the states of Virginia, Maryland, Pennsylvania, the District of Columbia, the Chesapeake Bay Commission, and the EPA signed an agreement that established the Chesapeake Bay Program partnership to protect and restore the Chesapeake Bay ecosystem.

**B. Chesapeake 2000:** On June 28, 2000, the Bay Program's governing Executive Council signed a new agreement, known as Chesapeake 2000: A Watershed Partnership. Chesapeake 2000 is one of the most aggressive and comprehensive watershed restoration plans ever developed. The agreement is the result of a comprehensive three-year stakeholder-driven process involving more than 300 scientists, resource managers, policymakers and citizens from all parts of the Bay watershed. The new agreement consolidated prior commitments and established new goals and deadlines for protecting and restoring the Bay's living resources, water quality, and vital habitats, promoting sound land use, and engaging communities beyond 2000.

**C. Proposals:** Specific Tasks for in which proposals are requested under this announcement are listed here and in Appendix C of this announcement. These Tasks were designed to help the Chesapeake Bay Program meet the Chesapeake 2000 goals and all other directives and statements signed by the Executive Council. The primary goals of the Bay Program in this regard are to support the Chesapeake Bay Program partnership's restoration effort by providing administrative, technical, and scientific support.

Tasks listed in Appendix C include the following: 1) Chesapeake Bay Program (CBP) Committee Staff Support; 2) Chesapeake Bay Program (CBP) Scientific and Technical Advisory Committee Support (STAC); 3) Technical Writing/Editing Support.

If your organization has an interest in these topics, has the skills to accomplish one or more of these Tasks, and if you are eligible to receive a federal assistance agreement, we encourage you to submit a proposal. You may submit proposals for as many or as few of the Tasks as you choose. Each Task requires a separate proposal that will be evaluated

based on the relevant criteria reference in Section V and Appendix C. Each Task is a multi-year project (up to five years), and the proposal should have a work plan and budget for the first year and an estimated budget and outcomes for future years.

**D. Authorizing Statutes and Regulations:** Cooperative agreements made as a result of this announcement will be awarded under the authority of the Clean Water Act, Section 117(d) and will be administered under the Federal grant regulations found at 40 CFR Parts 30 and 31, as applicable.

**E. Environmental Results:** EPA Order 5700.7 requires that all cooperative agreements be aligned with EPA's strategic goals and objectives and that assistance agreements result in real, measurable, results. Under this order, effective January 1, 2005, EPA requires assistance programs to focus not only on outputs (i.e., the activities and/or associated work products performed or conducted by an assistance agreement recipient during the funding period) but also on outcomes (i.e., the results, effects, or consequences of a recipient's activities). As a result of this order, EPA will negotiate outcomes and outputs with the selected grantee(s). Examples of expected outcomes and outputs for cooperative agreements to be awarded under this announcement are listed under each Task in Appendix C.

**F. The Agency's Strategic Plan/Government Performance and Results Act (GPRA) Linkage** The overall goal of these cooperative agreements is to protect and restore the Chesapeake Bay through continued technical support and outreach necessary to address water quality restoration goals and maintain public awareness of Bay restoration. This goal supports the Agency's Strategic Goal #4: Healthy Communities and Ecosystems, Objective 4.3 Ecosystem, Sub-objective 4.3.4 Improve Aquatic Health of the Chesapeake Bay. The projects funded under this announcement must be able to be linked to this strategic goal.

## **Section II: Award Information**

**A. Funding Amount:** Awards made under this RFP support the Chesapeake Bay Program partnership's restoration effort by providing administrative, technical, and scientific support. Cooperative Agreements awarded will be funded under Section 117(d) and under Catalog of Federal Domestic Assistance (CFDA) number 66.466 Chesapeake Bay Program. Refer to Appendix C for funding ranges for each Task. Total funding expected to be available under this announcement is approximately \$90,000 - \$910,000. EPA reserves the right to reject all proposals/applications and make no awards under this announcement. Should additional funding become available for award the Agency may award additional assistance agreements based on this solicitation and in accordance with the final selection process, without further notice or competition.

**B. Award Type:** EPA has determined that a cooperative agreement is the appropriate funding vehicle for these projects. The Chesapeake Bay Program Office expects to award one cooperative agreement, per task under this RFP. Cooperative agreements are used

under circumstances where substantial involvement is anticipated between EPA and the recipient during performance of the activity. Typically federal involvement would be in the form of participation with other Chesapeake Bay Program (CBP) partners and stakeholders in an advisory capacity to the grantee. This participation is expected to include involvement through CBP's subcommittees (on which EPA also participates to ensure that all the recommendations for communications and outreach work support all the Bay Partners). All work conducted is to support the efforts to restore the Bay (and its living resources).

**C. Expected Project Period:** Fiscal Year 2006 federal funding will be available for the awards for these tasks. The expected project period of this cooperative agreement(s) is expected to be five years with one-year budget periods. The start date will depend on when the full application is submitted, but will generally be 90 days after submission. The multi-year proposal should have a work plan and budget for the first year and an estimated budget and outcomes for future years. No commitment of funding can be made for future fiscal years.

### **Section III: Eligibility Information**

**A. Eligible Applicants:** Any nonprofit organization, state or local government agency, interstate agency, or college or university is eligible to submit proposals in response to this RFP. EPA will consider all proposals received by the closing date identified in Section IV C. For-profit organizations are not eligible to submit proposals in response to this RFP.

**B. Cost Share or Matching Requirements:** As stated in the U.S. EPA Chesapeake Bay Program Grant and Cooperative Agreement Guidance, if an organization submits a proposal for an assistance agreement, it must provide a minimum of five (5) percent of the total cost of the project as the non-federal share in order to receive an award. Cost share may be in the form of cash or in-kind contribution.

**C. Other Eligibility Requirements:** The EPA Chesapeake Bay Program Office will screen proposals to ensure they meet all requirements of this announcement (e.g., that the submitting organization is eligible, that the proposal submission requirements listed in sections IV B and V of this announcement have been met in terms of length, format and required elements, etc.). Proposals must address one of the Tasks listed in Appendix C of this announcement. You may submit proposals for as many or as few of the Tasks as you choose. Each Task requires a separate proposal. Proposals from ineligible entities and/or proposals that do not address a specific task in Appendix C will not be considered. In addition, if a proposal is found to be not in substantial compliance with the proposal submission requirements listed in Section IV B and V, or if the applicant is ineligible for a federal grant, the proposal will be returned to the applicant without further consideration.

## **Section IV: Application and Submission Information**

**A. Federal Application:** Do not submit a full federal grant application in response to this RFP. If your proposal is selected for funding, a federal project officer will request an application from you, negotiate the workplan and budget and oversee the process of awarding the cooperative agreement.

### **B. Content and Form of Proposal Submission**

**Proposal Elements:** You may submit proposals for as many or as few of the Tasks as you choose. Each Task requires a separate proposal that will be evaluated based on the relevant criteria referenced in Section V and Appendix C. You must submit two documents for each task you are applying for: a one-page proposal summary (see Appendix A) and an expanded proposal of up to twelve pages in length (See Appendix B) by the date specified in Section IV C. below. The formats for these proposals are contained in Appendices A and B of this announcement. Review the directions for the preparation of each proposal carefully. Proposals that are not prepared in accordance with the requirements in Appendix A and B may not be considered for funding and will be returned to the applicant.

**Length of One Page Summary, Appendix A:** The one page proposal summary must be prepared in accordance with the requirements of Appendix A or the proposal may be rejected. The one page proposal summary must be limited to one page and any additional pages will not be considered in the review.

**Requirements for Appendix B: Expanded Proposal:** The review criteria that apply to all proposals are listed in Section V: Application Review Information and the criteria in Appendix C for specific tasks must be addressed in the proposal. The expanded proposal shall not exceed twelve pages in length. Pages refer to one-side of a typed page. Font size should be no smaller than 10 and the proposal must be submitted on 8 ½ x 11 paper. Note that the twelve pages must include all supporting materials, including resumes or curriculum vitae and letters of support. With the exception of documentation of non-profit status, if you submit more than twelve pages, the additional pages will be discarded and will not be considered in the review.

In evaluating an applicant under the programmatic capability evaluation criteria ranking factor in Section V, EPA will consider information provided by the applicant and may consider information from other sources including Agency files. Applicants will be evaluated on their ability to demonstrate their capability and capacity to successfully carry out the proposed project for all of the evaluation criteria listed in Section V.

**Confidential Business Information:** In accordance with 40 CFR 2203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim

as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

**C. Submission Dates and Times:** EPA will consider all submissions that are postmarked by the U.S. Postal Service on or before 5:00 p.m. EST **October 5, 2005**, or that are hand-delivered, or include official delivery service documentation indicating EPA receipt from a delivery service, on or before 5:00 p.m. EST on **October 5, 2005**. All submissions postmarked or otherwise received after the deadlines specified above will not be considered for funding. No proposals will be accepted by facsimile machine submission.

**D. Intergovernmental Review:** Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program is eligible for coverage under Executive Order (EO) 12372, An Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her state for more information on that state's required process for applying for assistance if the state has selected the program for review. Single Points of Contact can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>. Further information regarding this requirement will be provided if your proposal is selected for funding.

**E. Funding Restrictions:**

**Administrative Cap Worksheet** Under statutory authority, grantees applying for Chesapeake Bay Program assistance agreements must adhere to the requirement in the Clean Water Act, Section 117 (d)(4) - "Administrative Costs". This section requires a 10 percent cap for administrative costs. Information on how to calculate the 10 percent cap for administrative costs is located in an attachment of the "Grant Guidance: U.S. EPA Chesapeake Bay Program Grant Guidance" that can be found at [http://www.epa.gov/chesapeake/grants/10\\_Admin\\_Cost\\_Cap\\_Worksheet.pdf](http://www.epa.gov/chesapeake/grants/10_Admin_Cost_Cap_Worksheet.pdf) under the "grants guidance" heading.

**Allowable Costs:** EPA assistance agreement funds may only be used for the purposes set forth in the cooperative agreement and must be consistent with the statutory authority for the award. Federal funds may not be used for cost sharing for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in the Office of Management and Budget (OMB) Circular A-87 "Cost Principles for State, Local and Tribal Governments;" A-122 "Cost Principles for Nonprofit Organizations;" or A-21 "Cost Principles for Educational Institutions." Ineligible costs will be reduced from final grant award.

**F. Other Submission Requirements:** Please submit three complete, unbound copies of the proposal and an electronic copy of the complete proposal in either Word or

WordPerfect via email or disk. The hard copies of the proposal should be one-sided, if possible. The proposal must be mailed or delivered to:

Veronica Kuczynski  
US EPA - CBPO  
410 Severn Ave., Suite 109  
Annapolis, MD 21403  
[kuczynski.veronica@epa.gov](mailto:kuczynski.veronica@epa.gov)

Electronic copies should be emailed to:

Nita Sylvester  
[sylvester.nita@epa.gov](mailto:sylvester.nita@epa.gov)  
RE: EPA-R3CBP-05-05

## **Section V: Application Review Information**

**A. Evaluation Criteria:** After U. S. EPA reviews proposals for threshold eligibility purposes as described in Section III, the Chesapeake Bay Program will conduct a merit evaluation of each complete proposal from an eligible applicant. Reviews will normally involve teams of professionals from EPA and non-EPA organizations. All proposals, regardless of which task they relate to, will be reviewed against the criteria set forth in B. below. In addition, the proposals for Tasks #1, 2 and 3 will be evaluated against the specific criteria that apply to those tasks as identified in Appendix C. The criteria that will be used to evaluate proposals will depend upon the task proposed for and whether any specific criteria apply to it, and the total points available under the evaluation will also depend upon which task is being proposed for and evaluated.

### **B. Evaluation Criteria that apply to all proposals:**

1. Administrative, technical and scientific support experience: The extent to which the mission of your organization matches the goals of the Chesapeake Bay Program for this cooperative agreement and how this will help you deliver effective administrative, technical and scientific support to the CBP. **(Maximum score 10 points)**
2. Task Implementation: The degree to which the applicant can implement the applied for task of this RFP as described in Appendix C. **(Maximum score: 20 points)**
3. Ecosystem Knowledge: The degree to which the applicant has knowledge of and direct experience with the technical and policy issues related to the restoration and protection of the Chesapeake Bay watershed, or other watershed, and the specific challenges and issues facing the Chesapeake Bay restoration. **(Maximum score: 10 points)**



4. Appropriate and Cost Effective Budget: To what degree is the proposal cost effective considering organizational overhead (indirect costs) and the applicant's ability to perform the duties within the budget range projected by the Chesapeake Bay Program.

**(Maximum score: 15 points)**

5. Tracking and Measuring Environmental Results: To what degree does the proposal demonstrate the applicant's ability to track and measure progress toward achieving the expected outputs and outcomes described in Appendix C for the respective task being proposed for. **(Maximum score: 20 points)**

6. Programmatic Capability Ranking Factor: Applicants will be evaluated based on their programmatic capability to successfully perform the proposed task(s) including their: (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project, (ii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports, (iii) organization experience and plan for timely and successfully achieving the objectives of the project, (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project and (v) the degree to fulfill the job requirements within their own organization as opposed to the use of significant subcontracts or subagreements to others. (Please Note: If there is an applicant that does not have any relevant past performance and/or reporting history they will receive a neutral score or rating for these aspects of programmatic capability).

**(Maximum score: 25 points)**

Other Factors: As described below, in addition to the evaluation of proposals against the criteria in B and the specific criteria in Appendix C for the different tasks, programmatic priorities may also be considered when making selection decisions. EPA plans to award one award for each task listed in Appendix C.

### **C. Review and Selection Process**

**Review:** The proposals will be evaluated based on the criteria stated in B above and in Appendix C (depending on task) and ranked by a panel of EPA and non-EPA staff. The review team will then forward its recommendations to the Director or Deputy Director, Chesapeake Bay Program Office.

**Selection:** As the organization responsible for allocation of funds, negotiation of final work plans and the execution of fiscal obligations, EPA will make the final decisions on funding. The selection official will be the Director or Deputy Director, Chesapeake Bay Program Office.

### **Anticipated Announcement and Award Dates:**

August 22, 2005      Issuance of RFP

|                  |   |
|------------------|---|
| October 5, 2005  | Proposal Submission Deadline (see section IV for more information)  |
| February 1, 2006 | Approximate date for EPA to notify applicants of results  |
| March 1, 2006    | Approximate date for Applicant to submit federal grant application. Processing of grant typically takes 90 days |
| June 1, 2006     | Approximate date for grant award (no later than June 1, 2006 for Task #1 and Task #2)                           |

## **Section VI: Award Administration Information**

### **A. Award Notices**

**Funding Decisions:** it is expected that applicants will be notified in writing of funding decisions on or around **February 1, 2006** either via email or U.S. Postal Service. Notification of selection does not indicate that the applicant can start work on the project. The selected applicants will then be asked to submit a full federal grant application package (applications are available at the following website: <http://www.epa.gov/region3/grants/index.htm>). A Federal project officer provides assistance in the application process, and negotiates a workplan, budget, and starting date. Processing of the cooperative agreement award generally takes 90 days.

### **B. Administrative and National Policy Requirements**

If your proposal is selected, the following information will be helpful in preparing your cooperative agreement application:

**Procurement:** Once a proposal is selected, the recipient may be required to submit before award, in addition to a full application, a copy of its written procurement procedures developed in accordance with 40 CFR 30.40 - 30.48 or 40 CFR 31.36, as applicable, for review.

**Disputes Resolution Process:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) that can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Veronica Kuczynski by email at [kuczynski.veronica@epa.gov](mailto:kuczynski.veronica@epa.gov) or fax at 410-267-5777.

**DUNS Requirement:** Applicants are required to provide a Dunn and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal assistance agreements. A DUNS number must be included in every application. The DUNS number must be included in Block 5 of the Standard Form 424 entitled, Application for Federal Assistance (Rev. 9-03). Organizations can receive a DUNS number at no cost by calling the dedicated toll free DUNS number request line at 1-866-

705-5711. Additional information on obtaining a DUNS number can also be found at: <http://www.dnb.com>

**Indirect Costs:** If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it will need to prepare and submit an indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by OMB must develop and submit its indirect cost rate proposal to its cognizant agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

**EPA Requirements for Quality Management Plans and Quality Assurance Plans:** In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Management Plan (QMP) and Quality Assurance Project Plan (QAPP).

The QMP must document quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans (refer to [http://www.epa.gov/region03/chesapeake/grants/7\\_QA\\_Guidelines\\_Requirements.pdf](http://www.epa.gov/region03/chesapeake/grants/7_QA_Guidelines_Requirements.pdf)). The recipient's QMP should be reviewed and updated annually as needed. The QMP must be submitted to the EPA Project Officer at least 45 days prior to the initiation of data collection or data compilation.

The recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html)

**Federal Requirements:** An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award.

**Deliverables:** Awarded applicant(s) will be required to provide a chart or list of deliverables, providing items and dates due.

**Pre-Award Administrative Capability Review for Non-Profit Organizations:** A non-profit organization's administrative capability is reviewed after the evaluation process is complete, and after the selection recommendation has been made. Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8b, 8c and 9d of EPA Order 5700.8. A link to this Order is located at:

[http://intranet.epa.gov/ogd/policy/Order/5700\\_8.pdf](http://intranet.epa.gov/ogd/policy/Order/5700_8.pdf)

The Order, in Section 7(c) defines non-profit organizations as any corporation, trust, association, cooperative, or other organization which: (1) is operated primary for scientific, education, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; (3) uses its net proceeds to maintain, improve, and/or expand its operations; and (4) is subject to 40 CFR Part 30. The term does not include: colleges and universities as defined under Office of Management Budget (OMB) Circular A-21; State, local and federally-recognized Indian Tribal governments; hospitals; and organizations considered as similar to concerns under Attachment C to OMB Circular A-122.

## **C. Reporting**

Quarterly or semiannual progress reports, as determined by the federal project officer, will be required as a condition of this award.

## **Section VII: Agency Contact**

For administrative and technical issues regarding this RFP, please contact Veronica Kuczynski at [kuczynski.veronica@epa.gov](mailto:kuczynski.veronica@epa.gov). All questions must be received in writing via email or fax at 410-267-5777 with reference line referring to this RFP (RE: RFP **EPA-R3CBP-05-05**). All questions and answers will be posted on <http://www.epa.gov/region3/chesapeake/grants.htm>

## **Section VIII: Other Information**

EPA reserves the right to reject all proposals and make no awards.

In developing your proposal, you may find the following documents helpful. Websites for guidance documents are listed here. If you prefer a paper copy, please call 1-800-YOUR BAY.

**All questions and answers** will be posted on  
<http://www.epa.gov/region3/chesapeake/grants.htm>.

**Chesapeake 2000 Agreement** located at: <http://www.chesapeakebay.net/c2k.htm>

**Chesapeake Bay Program Guidance for Data Management** located at:  
<http://www.chesapeakebay.net/pubs/grantguidance/CIMSPOL2001.PDF>

**EPA Requirements for Quality Management Plans and Quality Assurance Plans** - Requirements for quality assurance plans are defined in EPA Requirements for Quality Assurance Project Plans (QA/R-5). These documents are located at:  
[http://www.epa.gov/quality1/qa\\_docs.htm](http://www.epa.gov/quality1/qa_docs.htm).

**EPA Grants website**, <http://www.epa.gov/ogd>, if you have questions about grant issues such as costs or eligibility.

**Chesapeake Bay Program Grant and Cooperative Agreement Guidance** at:  
<http://www.epa.gov/region3/chesapeake/grants.htm>

Additional questions about grant issues such as cost or eligibility can be obtained on the following websites: [www.epa.gov/ogd](http://www.epa.gov/ogd) or  
<http://www.epa.gov/region3/chesapeake/grants.htm>  
for EPA Grant and Cooperative Agreement Guidance. For questions pertaining to specific Tasks and/or general questions, please refer to Section VII: Agency Contact.

**Chesapeake Bay Program Committee Information** at:  
<http://www.chesapeakebay.net/committee.htm>

An EPA Grants Seminar for Non-Profit organizations is being held October 12-13 in Washington, D.C. To find out more information go to  
[http://www.epa.gov/ogd/grants/non\\_profit\\_training.htm](http://www.epa.gov/ogd/grants/non_profit_training.htm)  
or call 202-564-5333. The deadline for registration is October 3, 2005. *Please note that this seminar is not connected to this RFP or competition. This notice is for informational purposes only, and attending this seminar will not impact the competition.*

**Appendix A. One-Page Proposal Format**  
**Fiscal Year 2006 Request for Proposals (RFP) for**  
**Administrative, Technical and Scientific Support to the Chesapeake Bay Program**

(If applying for more than one Task listed in Appendix C, you must provide separate proposals for each Task. (i.e., an Appendix A - One Page Proposal Format, and an Appendix B - Expanded Proposal Format is required for each task being proposed for)

**Proposal Summary Format (One page only)**

**Task # and Title:**

**Proposal Date:** The date the proposal is submitted.

**Applicant's Organization and Point of Contact:** Include person's name and title, organization's name, address, phone, and electronic mail address, if possible.

**EPA Funding Request:** List the funding amount your organization is requesting to complete the task.

**Cost-Share Amount:** A minimum of 5% non-federal match is required. To calculate the minimum required cost-share amount, divide the amount of federal funds request by 0.95 to get the total project cost. The difference between the total project cost and the federal funding requested will be the 5% non-federal share. (Example: \$50,000/0.95 equals \$52,632 total project cost. Subtracting \$50,000 from \$52,632 gives the minimum 5% non-federal cost share of \$2,632.)

**Cost-Share Percentage:** You may be providing more than the minimum 5% cost-share. In that case, you should list the cost-share percentage. Divide the amount you are providing by the total amount of the project, and multiply by 100. (Example: Grantee provides \$10,000 worth of in-kind services and asks EPA to provide \$50,000 of grant funding. Total project cost is \$60,000.  $10,000/60,000$  multiplied by 100 equals 16.7%.)

**Project Abstract:** Identify the task number and title found in Section I. C and Appendix C, briefly describe the project and discuss how the proposal addresses the Task in Appendix C of this announcement that you are proposing for.

**Appendix B. Expanded Proposal Format**  
**Fiscal Year 2006 Request for Proposals (RFP) for**  
**Administrative, Technical and Scientific Support to the Chesapeake Bay Program**

The following information **must** be provided or the proposal may not be considered complete and may not be evaluated.

**Expanded Format:** Proposals shall not exceed twelve pages. The proposal must be submitted on 8 ½ x 11 paper and font size should be no smaller than 10. Note that the twelve pages must include all supporting materials, including resumes or curriculum vitae and letters of support. With the exception of documentation of non-profit status, if the proposal includes more than twelve pages, the additional pages will be discarded and not considered in the review. Applicant's responses should be numbered and submitted according to the format listed below.

**1. Name, address, contact information of the applicant**

**2. Background** - Include the following in this section:

- a. Brief description of your organization.
- b. Documentation of non-profit status, if applicable.
- c. Brief biographies of applicant lead(s) including resumes and/or curriculum vitae.
- d. Description of organization's past experience as a recipient of an assistance agreement (grant).

**3. Clear, concise narrative** of (1) the applicant's qualifications and preliminary proposal of activities and approaches to address needs stated in this RFP, (2) explain how your organization is qualified to perform this work. You can include a curriculum vitae or resume of the principal investigators in Section 2, Background. These must be included in the twelve pages maximum for the proposal.

**4. Workplan** - Include the following in this section:

- a. Identify the Task number and title being proposed for in Appendix C and provide a clear, concise narrative of how your organization will implement the Task listed in Appendix C, and how it supports the mission of your organization.
- b. Provide a breakdown by major budget categories (typically personnel, fringe benefits, travel, equipment, supplies, contractual, construction, other, and indirect). If you have subgrantees or contractors, specify how much of the funding will go to them.

**5. Previously Funded Projects:** If you have been previously funded by the CBP, please list the project title, identification number, date, and brief description of results.

**6. Review Criteria:** Address in narrative form each of the following review criteria identified in Section V.B. and any additional criteria in Appendix C for the task being proposed for. (If possible, identify by the review criteria number and title followed by your narrative.)



**Appendix C – Chesapeake Bay Program  
Tasks for Funding  
Fiscal Year 2006 Request for Proposals (RFP) for  
Administrative, Technical and Scientific Support to the Chesapeake Bay Program**

**Task #1: Chesapeake Bay Program (CBP) Committee Staff Support**

This task provides administrative and technical staff support to the CBP committees as they work to restore the Chesapeake Bay and meet the goals and commitments contained in the *Chesapeake 2000* agreement.

The U. S. Environmental Protection Agency seeks to support an organization with a mission to build the capacity of environmental professionals (primarily those just entering the field) to work in a consensus-building committee structure such as the CBP. This need not be the sole mission of the organization.

The CBP is organized and managed through a committee, subcommittee and workgroup structure that involves a range of stakeholders. The committees currently supported include the Implementation Committee, the Budget Steering Committee and the following subcommittees: Communications and Education; Information Management; Land, Growth and Stewardship; Living Resources; Modeling; Monitoring and Analysis; Nutrients; and Toxics. Representatives of federal, state and local governments, industry, and non-profit organizations participate in this committee structure with the goal of understanding the problems of the Chesapeake Bay, developing consensus to take action, and supporting joint action to protect and restore the Bay.

The committees provide a forum to bring new ideas to the CBP and a “real world” learning experience that helps to build a cadre of environmental professionals familiar with the consensus-building approach of the CBP.

The grantee would work closely with this committee structure to provide a program that would offer entry-level environmental professionals the opportunity to collaborate with committee chairs and coordinators; advance their understanding of the Chesapeake Bay; bring a new perspective to the work of the committee; and to develop and apply specialized skills such as data management/analysis, program management/analysis, GIS, computer modeling and html programming. This program would benefit both the CBP committees and the participating staff of the grantee, as the environmental professional would assist the committee by scheduling meetings, preparing minutes and providing other administrative support in addition to providing the specialized skills needed to achieve the mission of an assigned committee. **Please refer to Appendix D for the skills needed by specific committees.**

In order to adequately meet the needs of an assigned committee, the program should be designed to encourage up to three years of ongoing support by the same environmental professional (assuming the committee and grantee is satisfied with his/her performance of duties). The value of the environmental professional to the committee becomes greater as

the time spent supporting the committee and the investment in specialized skills training increases. The program should be structured to compensate for the increased worth of the more “senior” environmental professionals (e.g. via pay increases, enhanced training and/or other benefits/incentives).

**Project Duration:** Multi-Year: 5 years. A multi-year proposal should have a workplan and budget for the first year and an estimated budget for future years.

**Cost Estimate:** \$490,000 – \$495,000 for the first year (for 11 environmental professionals)

**Supported *Chesapeake 2000* Commitments:**

- 1.0 Living Resource Protection and Restoration
- 2.0 Vital Habitat Protection and Restoration
- 3.0 Water Quality Protection and Restoration
- 4.0 Sound Land Use
- 5.0 Stewardship and Community Engagement

**Additional Evaluation Criteria for Task #1:**

1. Your organization’s skill and experience in hiring and managing staff, and how you would use this expertise to develop a cost-effective program that provides environmental professionals who would develop the capacity to coordinate and collaborate with CBP Committee Coordinators and Chairs to assist them in carrying out their respective missions. **(Maximum score: 25 points)**
2. How well your organization can become fully functional in the roles described in Task #1 once a grant is awarded and how you will bring about a seamless transition in the provision of staff support for Chesapeake Bay Program committees. **(Maximum score: 25 points)**
3. How well your organization can provide staff persons who possess, or can be trained in the specialized skills needed to achieve the mission of an assigned committee. **(Maximum score: 25 points)**
4. How well your organization can provide a program designed to encourage up to three years of ongoing support by the same environmental professional (assuming the committee and grantee are satisfied with his/her performance of duties). **(Maximum score: 25 points)**

**Environmental Results:** Based on the outcomes/outputs listed below, describe how your organization will meet the expected environmental outputs and outcomes for Task #1.

**Expected Outcomes:** Provide staff support to the Chesapeake Bay Program committees as they work to restore the Chesapeake Bay and meet the goals and commitments contained in the *Chesapeake 2000* agreement.

**Expected Outputs:** Environmental professionals will, at a minimum, schedule meetings, develop and post agendas and minutes, and provide other administrative support to the committees. The environmental professionals may also develop databases, perform analyses, and assist in the preparation of technical reports. They will possess, or be provided training in the specialized skills needed to achieve the mission of an assigned committee or subcommittee.

**Task #2: Chesapeake Bay Program (CBP) Scientific and Technical Advisory Committee Support (STAC)**

This task provides support to the Chesapeake Bay Program's Scientific and Technical Advisory Committee as they work to support the Chesapeake Bay Program's efforts to identify and prioritize emerging scientific and technical issues facing the restoration and protection of the Bay.

The U. S. Environmental Protection Agency seeks to support an organization with the mission of enhancing multiple-partner, consensus-based environmental decision-making in the Chesapeake Bay watershed through the synthesis and application of scientific understanding of the Chesapeake Bay and surrounding watershed ecosystems. This need not be the sole mission of the organization.

The Scientific and Technical Advisory Committee (STAC) provides independent, timely and management relevant expert scientific and technical guidance to the Chesapeake Bay Program partners on the necessary measures needed to restore and protect the Chesapeake Bay ecosystem and its surrounding watershed. As an advisory committee, the Scientific and Technical Advisory Committee regularly reports to the Chesapeake Bay Program's Implementation Committee and on an annual basis to the Chesapeake Executive Council.

The Scientific and Technical Advisory Committee works to enhance scientific communication and outreach throughout the Chesapeake Bay watershed. The Committee provides scientific and technical advice to the Chesapeake Bay Program partners in various ways including: 1) preparation of scientific and technical reports and papers on management relevant topics; 2) hosting proactive (at the request of STAC members) and reactive (at the request of the Chesapeake Bay Program's Subcommittees) technical workshops and conferences; 3) convening rapid response review teams to respond to management agency requests for scientific review/technical synthesis; 4) organization and oversight of independent scientific peer reviews of reports, documents, models, monitoring programs; 5) identification and dissemination of scientific research priorities directed towards supporting implementation of the commitments within the Chesapeake 2000 agreement; and 6) active participation by STAC members on a number of the Chesapeake Bay Program subcommittees and workgroups.

Through professional and academic contacts and organizational networks of its members, STAC ensures close cooperation among and between the various research institutions, federal science agencies and state and federal management agencies represented within the Chesapeake Bay Program partnership. For further information on STAC, please visit the STAC web site at <http://www.chesapeake.org/stac>.

The grantee would directly assist the Scientific and Technical Advisory Committee in its efforts to identify, prioritize, synthesis relevant findings, evaluate possible management implications of emerging scientific and technical issues facing the restoration and protection of the Chesapeake Bay ecosystem and its surrounding watershed. The grantee would provide the full range of administrative support to the STAC in scheduling and

conducting its quarterly meetings, proactive and reactive workshops, scientific and technical conferences and independent scientific peer reviews, and assisting in the development and publication of proceedings. The grantee would interact and coordinate routinely with the Chesapeake Bay Program's Subcommittee chairs and Subcommittee staff coordinators to stay abreast of the management relevant emerging scientific and technical issues and needs. The grantee would actively maintain and routinely update the STAC web site.

**Project Duration:** Multi-Year: 5 years. A multi-year proposal should have a workplan and budget for the first year and an estimated budget for future years.

**Cost Estimate:** \$300,000 – \$325,000 for the first year

**Supported *Chesapeake 2000* Commitments:**

- 1.0 Living Resource Protection and Restoration
- 2.0 Vital Habitat Protection and Restoration
- 3.0 Water Quality Protection and Restoration
- 4.0 Sound Land Use
- 5.0 Stewardship and Community Engagement

**Additional Evaluation Criteria for Task #2:**

1. Your organization's skill and experience in working with and supporting multiple research institutions collaborative efforts to provide technical and scientific expertise to enhance environmental protection decision-making. (**Maximum score: 15 points**)
2. Your organization's skill and experience in organizing, running and preparing proceedings for technical workshops and scientific conferences. (**Maximum score: 15 points**)
3. Your organization's skill and experience in setting up, running and assisting in the preparation of documentation from independent scientific peer reviews fully consistent with the EPA's peer review policies and guidelines. (**Maximum score: 15 points**)
4. Your organization's skill and experience in creating, editing and publishing documents interpreting complex biological and environmental data and writing and editing Internet and web-based text. (**Maximum score: 15 points**)
5. How your organization would apply the above-described expertise to provide technical and logistical support to advance the accomplishment of STAC's mission. (**Maximum score: 15 points**)
6. How well your organization can become fully functional in the roles described here once a cooperative agreement is awarded and how you will bring about a "seamless" transition in the provision of the described administrative, technical and support to the Chesapeake Bay Program's Scientific and Technical Advisory Committee. (**Maximum score: 25 points**)

**Environmental Results:** Based on the outcomes/outputs listed below, describe how your organization will meet the expected environmental outputs and outcomes for this Task.

**Expected Outcomes:** Enhance multiple-partner, consensus-based environmental decision-making in the Chesapeake Bay watershed through the synthesis and application of scientific understanding of the Chesapeake Bay and surrounding watershed ecosystems.

**Expected Outputs:** Scheduling meetings and developing and posting agendas and minutes; provision of other administrative, technical and logistical support to the STAC in fulfillment of its stated mission; publication of workshops and conference proceedings; dissemination of the results and findings from independent scientific peer reviews; maintenance and routine updating of the STAC website.

### **Task #3: Technical Writing/Editing Support**

This task provides technical/scientific writing support to the CBP committees as they work to restore the Chesapeake Bay and meet the goals and commitments contained in the Chesapeake 2000 agreement. Because the restoration of the Chesapeake Bay relies on support and action by individual non-technical citizens within the watershed, an important function of the Chesapeake Bay Program is to communicate complex scientific and technical issues in a way that is easily understood by managers, stakeholders and individual citizens. To assist in accomplishing this objective, the technical and scientific writer for the CBP would provide editorial and writing support program-wide, as needed. The technical writer would help develop, write and review CBP documents, reports, brochures and web-related materials; as well as edit, revise or update long and short scientific reports; poster text and annual reports for the program and related subcommittees.

**Project Duration:** Multi-Year: 5 years. A multi-year proposal should have a workplan and budget for the first year and an estimated budget for future years.

**Cost Estimate:** \$90,000 - \$91,000 for the first year

**Supported *Chesapeake 2000* Commitments:** Promote individual stewardship and assist individuals, community-based organizations, businesses, local governments and schools to undertake initiatives to achieve the goals and commitments of Chesapeake 2000.

#### **Additional Evaluation Criteria for Task #3:**

1. Your organization's capability and experience in creating, editing and publishing documents, interpreting complex biological and environmental data, and writing and editing Internet and web page text and how you would tap this expertise to meet the technical editing and writing needs of the CBP. **(Maximum score: 25 points)**

**Environmental Results:** Based on the outcomes/outputs listed below, describe how your organization will meet the expected environmental outputs and outcomes for this Task.

**Expected Outcomes:** Increase public awareness by disseminating information about the Chesapeake Bay's restoration activities and issues that affect the Bay watershed and its citizens.

**Expected Outputs:** Write, edit and produce draft and final technical documents, articles, web related information, brochures and reports, etc. in easy to understand terminology for the CBP stakeholders and public.

**Appendix D – Chesapeake Bay Program  
Skills Needed to Achieve the Mission of Specific Committees  
Fiscal Year 2006 Request for Proposals (RFP) for  
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**Implementation Committee:** Good organizational skills. Proficiency in Microsoft Word, Excel, and PowerPoint. Skill in written communications, with an emphasis on summarizing and record keeping (e.g. summarizing meetings). Commitment to learning how a multi-party governmental partnership makes decisions effectively and sets and achieves goals through collaborative processes. Knowledge of ecosystem restoration policy, meeting management techniques, and diplomacy skills are highly preferable.

**Budget Steering Committee:** Ability to work with figures and create and manage Microsoft Excel and Word spreadsheets a must. Microsoft Word and PowerPoint skills a plus. Experience with, and/or interest in developing, any of the following skills: organizational skills, written communication skills, and budget planning and processes. Commitment to learning how a multi-party governmental partnership makes decisions effectively and sets and achieves goals through collaborative processes.

**Communications and Education Subcommittee:** Demonstrated excellence in written and oral communications that are clear, concise and to the point. Ability to perform background research and analysis, ensuring that communication products are complete and technically accurate. Ability to analyze audience and communications medium and appropriately tailor text and graphics for optimum communication effectiveness. Good organizational skills. Ability to work independently under tight deadlines. Ability to plan meetings, develop agendas and draft concise meeting minutes is required. Proficiency in Microsoft Word, Excel and PowerPoint is required. Experience with graphics software is preferred. Experience with and/or interest in developing environmental education programs and materials for grades K-12 students and teachers. Interest in learning how a multi-party, governmental environmental management partnership makes decisions effectively and sets and achieves goals through collaborative processes. Ability to work with people in a consensus building work environment.

**Information Management Subcommittee:** Experience with, and/or interest in developing, any of the following skills: geographic information systems, web development, database design, environmental information systems management, environmental data analysis, computer programming. Proficiency in Microsoft Office applications, including: Microsoft Word, PowerPoint and Excel. Skill in written and oral communication. Interest in environmental management and restoration.

**Land, Growth and Stewardship Subcommittee:** Proficiency in Microsoft Word, Excel, and PowerPoint. Skill in oral and written communications in a science and/or resource management context. Good organizational skills. Commitment to learning how a multi-party governmental partnership makes decisions effectively and sets and achieves goals through collaborative processes. Knowledge of land use planning and



watershed management planning principles is highly preferable. Also, interest or skill in GIS to conduct analysis of land use, population and land cover is also highly preferable.

**Living Resources Subcommittee:** Proficiency in Microsoft Word, Excel, and PowerPoint. Skill in oral and written communications in a science and/or resource management context. Knowledge of ecological and natural resource management principles and an interest in facilitating their practical application in a natural resource restoration and management program. Commitment to learning how a multi-party governmental partnership makes decisions effectively and sets and achieves goals through collaborative processes.

**Modeling Subcommittee:** Knowledge and skills of environmental modeling principles and a strong interest in the application of talents in the Nation's premier watershed restoration and management program needed. Proficiency with data management and analysis including use of spreadsheets, databases, and graphics software to present results of data analyses required. Ability to complete high level technical assignments and perform research and analysis, ensuring that technical work products are complete, accurate, and based on sound scientific principles is required. Skill with computer coding, familiarity with math classes (calculus through differential equations) and a strong skill set in statistical analyses is a plus. Knowledge and skills in GIS, UNIX, and Matlab is also a plus. Skill in oral and written communications preferred.

**Monitoring and Analysis Subcommittee:** An interest in providing the support for environmental management and restoration is essential. To provide that support, superior organizational, interpersonal and written/oral communication skills in a science and/or resource management context are necessary. Proficiency in Microsoft Office applications, including Microsoft Word, PowerPoint and Excel is required. An ability to complete high level technical assignments and data analysis, ensuring that technical work products are complete, accurate, and based on sound scientific principles is also required. An understanding of mathematical and statistical principles, proficiency with data management/analysis and familiarity with spreadsheets, databases, SAS, GIS, and graphics packages are all useful skills for this position.

**Nutrients Subcommittee:** Degree/background in natural resources, watershed planning or related field with specific knowledge or experience in watershed management, nonpoint/point source pollution or stormwater management preferred. Ability to work independently under tight deadlines, plan meetings, track completion of Subcommittee action plans, and develop agendas/minutes requires proficiency in Microsoft Word and organizational skills. Knowledge in or willingness to learn MS Excel, MS PowerPoint, technical writing and oral communications a plus.

**Toxics Subcommittee:** Proficiency with data management and analysis including use of spreadsheets, databases, and graphics software to present results of data analyses. Ability to complete technical assignments and perform research to ensure that technical work products are fair, accurate, and based on sound scientific principles. Familiarity with organic compounds, toxic metals and techniques used in ecological risk assessment

including statistical analyses. Ability to plan and conduct meetings and track completion of Subcommittee action plans.